

**Charge to the Lynnfield Library Building Committee (LLBC)
Board of Selectmen
Town of Lynnfield, MA**

Mission

To work as a team in the selection and hiring of an Owner's Project Manager (OPM) and the selection and hiring of an architect / designer;

To work as a team with the library director, designer/architect, owner's project manager, consultants, and others throughout the life of the library building project, that is, the design development, public bidding, and construction and post-construction phases.

Members

The committee will consist of members who are appointed by the Board of Selectmen as follows:

Finance Committee – one member – Chris Mattia

Community Representatives – four members

Russ Boekenkroeger, Steve Todisco, Ted Caswell, TBD

Nancy D. Ryan – ex-officio

Russ Boekenkroeger, Chairman

The committee will be assisted by liaisons who are appointed by the Board of Selectmen as follows:

Board of Selectmen – one liaison – Chris Barrett

Board of Appeals – one liaison - Brian Shaffer

Planning Board – one liaison - Heather Sievers

Note: Future members of sub-committees may be appointed as required.

Organization:

When appointed, and after the Board of Selectmen has appointed one of the members as Chairman, the committee will be sworn-in by the Town Clerk and will establish other officers at their first regular meeting. The committee will meet on an as needed basis according to the MA Open Meeting Law.

Responsibilities:

- Review/revise the building program.
- Prepare and go out to bid for the owner's project manager and architect.
- Negotiate and contract with the owner's project manager and architect.
- Complete the design development, working drawings and bid specifications.
- Prepare and go out to bid for the general contractor and subcontractors.